



February 13, 2015

Mr. Ken Moore, Executive Director
Interstate Shellfish Sanitation Conference
209-2 Dawson Road
Columbia, South Carolina 29223

Dear Mr. Moore:

Thank you for your willingness to assist in soliciting state volunteers for the Shellfish Plant Job Task Analysis (JTA) project. Attached is a State Regulator Letter which describes the project and which can be forwarded to state program officials as part of the volunteer solicitation process. As stated in the letter, participant expenses will be reimbursed. Volunteers will be asked to participate in a three day session in Denver, Colorado on April 21-23, 2015. Basic information about the project will be provided to each participant in advance of the Denver meeting. However, no pre or post session work will be required. Your assistance is specifically requested in obtaining nine (9) State volunteers representing the Shellfish Plant Sanitation element of the National Shellfish Sanitation Program (NSSP). Volunteers should provide a cross section of program knowledge and practices from states across the country. Names and contact information, including email addresses, should be submitted electronically to Will Bet-Sayad in FDA's Office of Regulatory Affairs, Division of Human Resources and Development (DHRD) at Will.Bet-Sayad@fda.hhs.gov. Mr. Bet-Sayad requests submission of names by March 6, 2015.

Looking ahead, in 2016 DHRD plans to cover the Sanitary Survey/Growing Area Classification element of the NSSP. At that time, assistance from the ISSC will again be requested.

Thanks again for your assistance. Should you have additional questions regarding this process please contact Mr. Bet-Sayad at 301-796-4523.

Sincerely,

A handwritten signature in dark ink, appearing to read "Paul DiStefano", is written over a horizontal line.

Paul DiStefano, Chair
FDA Shellfish Steering Committee

cc:

FDA Shellfish Steering Committee
HFC-60, W. Bet-Sayad



February 13, 2015

Dear State Shellfish Regulator,

The National Environmental Health Association (NEHA), with cooperation from the Food and Drug Administration (FDA) and the Interstate Shellfish Sanitation Conference (ISSC) is seeking participants for a workgroup meeting to assist in developing a knowledge, skills, and abilities (KSA) study for the position of Shellfish Plant Inspector. The purpose of this study is to conduct a Job Task Analysis (JTA) to identify the knowledge and skills required for the job of Shellfish Plant Inspector. This JTA will assist FDA in assessing our current training program and allow us to identify gaps or areas for improvement.

Because you are an expert in the field, we would like to enlist your help and provide funding for you to participate in developing this assessment. We will be holding a three-day JTA meeting in Denver, Colorado April 21-23, 2015.

Job task studies and adult learning best practices require conducting workgroup meetings with participants that are currently conducting the job or work covered by the JTA. These are typically “boots on the ground” regulators. Additionally, these individuals should possess at least five years’ experience in shellfish plant inspections in two or more of the competencies listed below:

- Shellfish sampling
- Shellfish inspections
- *Vibrio* pathogens
- Shellfish biotoxins
- Enforcement
- Investigation
- Foodborne illness response and traceability
- Packaging
- Labeling

We are seeking subject matter experts who meet these criteria and are willing to actively participate for the entirety of the three day work session.

Benefits of participating in the JTA include:

- Opportunity to take an active role in developing the FDA offered National Shellfish curriculum
- Ability to identify standardized training on the subject which will aide in inspection consistency
- Increase the level of quality in training through peer suggestions and recommendations
- Provide input towards creating training that will be tailored to the job
- Identify if new or updated training is needed
- Opportunity to network with peers from the State and the FDA
- Help to increase baseline knowledge on the subject matter

Participating in a JTA meeting is a way for you to provide meaningful contribution to the profession by providing input into the scope and breadth of the requirements of the shellfish plant inspector. It will also be a chance for you to network with colleagues from around the country. There will be an expert facilitator at the meeting to assist the group, and we believe you will find the sessions to be both fun and exciting.

If you agree to participate, NEHA will reimburse you for any expenses associated with this meeting, including paying for economy-class travel to Denver (Professional Testing, Inc.), your accommodations, and a per diem to cover meal expenses.

If you are able to participate in this meeting, please contact Will Bet-Sayad by March 6, 2015. If you are not able to participate but can suggest an expert who might be qualified to serve, please forward this person's name to Will.Bet-Sayad@fda.hhs.gov

Thank you in advance for your willingness to assist NEHA, FDA, and the ISSC in developing this important template.

Sincerely,

Will V. Bet-Sayad
Consumer Safety Officer
Food & Drug Administration/
Office of Regulatory Affairs
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